

JOB OPPORTUNITY

THE OFFICE OF THE SECRETARY OF THE STATE

DIVISION DIRECTOR

BUSINESS SERVICES DIVISION

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 30 Trinity Street, Hartford, CT. 06106

Job Posting No: 5462/MP67

Hours: 40 hours per week; Monday through Friday

Salary: \$93,896.00 - \$128,027.00

Closing Date: AUGUST 15, 2016 (COB)

Eligibility Requirement: Candidate must be licensed Attorney and admitted to practice law in the State of Connecticut.

Knowledge, Skills and Abilities: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of legislative process; knowledge of legislative process; knowledge of Corporation; Limited Partnership, Statutory Trust, Limited Liability Company, Limited Liability Partnership, General Partnership Statement of Authority and Trademark, Uniform Commercial Code, banks, insurance companies and public service corporation laws; knowledge of records management; knowledge of legislative process and procedures; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to interpret, analyze and prepare legislation and other legal documents; ability to interpret complex legislation; ability to analyze organizational problems and determine effective solutions.

General Experience: Four (4) years' experience practicing law including some experience performing legal work in the area of election, corporate, trademark law or related field.

Special Experience: Must have managerial experience directing and supervising a large and diverse group of employees (Paralegals, License and Applications Analysts, Processing Techs, clerical support staff) and Attorneys; Directs examination of all documents submitted for filing for conformance with corporation, limited partnership, uniform commercial code and trademark laws and payment of statutory fees and taxes; Renders assistance to Attorneys on all legal aspects of Corporation, Limited Liability Companies, Limited Liability Partnerships, Statutory Trusts, General Partnerships, Writs and Uniform Commercial Code, Trademark laws, Church corporations, Insurance companies and Bank filings; Supervises the preparation of special certificates and the certification of documents of record.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (CT-HR-12) via U. S. Postal Service to:

**Office of the Secretary of the State
Human Resources Department
30 Trinity Street – 3rd Floor
Hartford, CT. 06106**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.